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PART 1

CHAPTER I

DESIGNATION OF ACQUISITION POSITIONS

1. Introduction. Reference (a) requires that the DOD components and military departments designate acquisition positions. This chapter provides policies and procedures for designating these positions.

2. Delegation of Authorities

a. Commanders or directors of acquisition organizations (see definitions in part 4) are authorized to designate military and civilian acquisition positions within their respective organizations and shall ensure that this designation is recorded in official position records.

b. For Navy military, the designation of acquisition positions shall be coordinated with the Chief of Naval Personnel (CHNAVPERS) (BUPERS (PERS-447)), or designee(s). For Marine Corps military, the designation of acquisition positions shall be coordinated with the Commandant of the Marine Corps (Deputy Chief of Staff, Manpower and Reserve Affairs, Code MMOA-3).

3. General

a. Acquisition positions shall be designated on a continuing basis in accordance with criteria provided in reference (a) and this instruction.

b. When the duties of an acquisition position change so that they no longer include an acquisition function, the acquisition designation shall be removed from the position.

c. Officials responsible for designating acquisition positions shall ensure that incumbents are notified that their positions are designated as acquisition positions or that the designation has been removed.

d. Officials responsible for designating acquisition positions shall ensure that the positions are reviewed periodically to determine applicability of the acquisition designation. It is recommended that this review be made part of

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the annual civilian performance appraisal or annual military billet review process.

4. Acquisition Position Designation Process. There are four steps in designating acquisition positions: identifying those positions which meet the definition of acquisition, determining the appropriate acquisition position category, designating the certification level of the position, and determining if the position is a CAP. Completion of all four steps forms the basis for determining the AWP education, training, and experience requirements of the position.

a. Step 1: Identifying Positions Which Meet the Definition of Acquisition. All acquisition positions must meet the reference (a) definition of acquisition (that definition is provided in part 4 of this instruction). The descriptions of the various acquisition position categories, which are contained in reference (a), will help determine whether or not a position meets this definition. The following provides supplemental guidance.

(1) Designate all positions in the General Schedule (GS)-1102, 1103, and 1105 occupational series.

(2) Designate all positions that require the incumbent to hold a warrant above the small purchase threshold or administer a contract above the small purchase threshold.

(3) Do not designate positions in the GS-1106 occupational series.

(4) Do not designate positions primarily involved in 6.1 (Basic Research) and 6.2 (Applied Research/Exploratory Development) programs.

(5) Do not designate Federal Wage System and Executive Level positions. (Note: executive level positions are not Senior Executive Service (SES) positions. SES positions may be designated as acquisition.)

(6) Military Reservist and enlisted positions may be designated on a case-by-case basis after consultation with the DACM.

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b. Step 2: Determining the Appropriate Acquisition Position Category.

(1) Once a position has been designated as an acquisition position, the second step is to identify the appropriate acquisition position category.

(2) There are 14 position categories, 13 of which are used by DON. They are: Program Management; Communications-Computer Systems; Contracting (to include contracting for construction); Purchasing; Industrial Property Management; Business, Cost Estimating and Financial Management; Manufacturing and Production; Quality Assurance; Acquisition Logistics; Systems Planning, Research, Development and Engineering; Test and Evaluation Engineering; Program Management Oversight; and Education, Training and Career Development. The position category of Auditing is not used since DON acquisition auditing is a function performed solely by the Defense Contract Audit Agency.

(3) All but two position categories correspond directly to a particular acquisition career field identified in reference (c) and listed in part 4 of this instruction. The exceptions are Program Management Oversight and Education, Training and Career Development. The position category of Program Management Oversight is reserved for positions at the GS-15 or O6 level or higher located within the ASN(RD&A) organization.

(4) Officials responsible for designating acquisition positions shall select the most appropriate position category. Only one position category may be assigned to an acquisition position. If the acquisition duties and responsibilities fall into more than one category, select the one which best describes the primary work of the position.

c. Step 3: Designating the Certification Level of the Position. Acquisition positions shall be assigned to one of three certification levels (level I, II, or III). Level I is a basic or entry level; level II is an intermediate level; and level III is a senior level.

(1) Civilian. Except for positions designated to the Purchasing Category, positions at grades GS-5 through 8 are level I; GS-9 through 12 are level II; and GS-13 and above are level III. For Purchasing, GS-5 is level I; GS-6 through 8 are level

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II; and GS-9 is level III. (Note: demonstration project acquisition position certification levels equate to the comparable GS grade.)

(2) Military. Except for positions designated to the Purchasing Category, positions at grades 0-1 through 0-3 are level I; 0-4 positions are level II; and 0-5 positions and senior are level III. For Purchasing, positions at grades E-4 and E-5 are level I; E-6 through 8 are level II; and E-9 is level III. For non-Purchasing enlisted positions, consult the DACM (see paragraph 4a(6)).

d. Step 4: Determining if the Position is a CAP. CAPs are selected military and civilian acquisition positions that must be filled by members of the APC. DON CAPs include:

(1) All civilian acquisition positions graded at the GS-14 level and above (and comparable demonstration project positions); and

(2) Military acquisition positions that must be filled by officers who are graded at the 0-5 level or above. (Note: not all O-5 billets are CAPs. CAPs are identified in TFMMS for Navy and in AWSOM for Marine Corps.)

5. Acquisition Developmental Positions

Reserved.

6. Documentation. Officials in paragraph 2 are responsible for ensuring that acquisition positions are properly coded and forwarded to the organization responsible for incorporating the information into personnel management records and/or automated systems.

a. Civilian

(1) Position description cover sheets (Optional Form 8) for all acquisition positions must identify the position as a CAP or non-CAP and identify the acquisition position category and certification level required. As an alternative, special position description cover sheets containing this information may be used. These special cover sheets may be obtained from HROs.

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(2) All civilian acquisition positions shall be identified in DCPDS. If the duties of the position change so it is no longer an acquisition position, DCPDS records shall be updated to reflect that change and the acquisition information or special cover sheet shall be removed from the PD.

b. Military

(1) Navy officer acquisition positions shall be identified in TFMMS.

(2) Marine Corps officer acquisition positions shall be identified in AWSOM.

(3) For Reservist and enlisted positions, consult the DACM.

(4) If the duties of the position change so that it is no longer an acquisition position, official personnel records shall be updated to reflect that change.

7. Notification to Incumbents. Officials responsible for designating acquisition positions shall ensure that military and civilian personnel are notified that their positions have been designated as acquisition positions. The notification shall include the acquisition position category, certification level required and certification requirements, and, if appropriate, the CAP designation. Personnel assigned to acquisition positions shall also be notified when their positions are no longer designated as acquisition positions.

8. Changes to the Number of Acquisition Positions. Changes to the number of designated acquisition positions have an effect on many aspects of the AWP, e.g., training quota management, programming, and budgeting. Organizations planning significant changes to the number of acquisition positions, e.g., a change of 5 percent or more over a calendar year, should discuss their changes with the DACM prior to implementation.